
Purpose:	INFORMATION
Subject:	Schedule of meetings of Senate and SSNC
Prepared by:	Pascal Robicaud, University Secretary
Prepared for:	Senate Steering and Nominating Committee
Date:	April 16, 2026

ACTION

Approve the schedule of meetings of Senate and SSNC for three years

BACKGROUND

Section 8.1 of the *Processes and Procedures of Senate* states that the Senate will normally meet on Friday afternoons from 3-5pm, with meeting dates to be set by SSNC before the last meeting of Senate of the Academic Year and published on the Senate Website.

As members of the Senate are elected to a three-year term, it seems reasonable to schedule meetings of the Senate for the full duration of their term. Doing so allows Senators to plan their other commitments (course registration, teaching schedule, research, etc.) to avoid scheduling conflicts with meetings of the Senate. To deliver a three-year schedule, we need to agree on a formula for the scheduling of meetings, which will allow us to predict meeting dates years at a time. Proceeding from Senate's established practice, the formula for the scheduling the meetings of Senate and SSNC would be:

- Senate meets monthly from September to May, with SSNC to meet before each meeting of the Senate.
- All meetings are held on Friday from 3:00pm to 5:00pm
- In September, October, November, January, February, March and April, meetings are held on the fourth Friday of the month.
- In December, the meeting is held on the second Friday of the month and may be subject to cancellation should business not warrant it.
- In May, the meeting is held on the second Friday of the month, so long as it takes place before Convocation.
- Meetings of SSNC are held the week prior to the meeting of Senate on Wednesday at 10am.
- No meetings on holidays or during the reading week.

If we apply this formula for the next three years, we get the schedule proposed in appendix A.

Moving the meetings of SSNC to Wednesday morning allows for more time to amend documents or adjust the agenda of the Senate as per the decisions of SSNC before meeting materials are posted on the following Friday at noon.

The three-year schedule would be amended each year in April by adding a third year. The approval of the meeting schedule will be part of the annual workplan of Senate, normally approved in March.

If approved, the Schedule of Meetings of Senate can be shared with Senate on April 24 for information and posted on the Senate website.

RECOMMENDATION

That the Senate Steering and Nominating Committee approve the three-year schedule of meetings for Senate and SSNC from 2026 to 2029.

Schedule of meetings of Senate and the Senate Steering and Nominating Committee from July 1, 2026, to June 30, 2029

SSNC - Senate Steering & Nominating Committee Proposed Meeting Dates	Senate Proposed Meeting Dates
July 1, 2026 - June 30, 2027	
Wednesday, September 16, 2026	Friday, September 25, 2026
Wednesday, October 14, 2026	Friday, October 23, 2026
Wednesday, November 18, 2026	Friday, November 27, 2026
Wednesday, December 2, 2026	Friday, December 11, 2026
Wednesday, January 13, 2027	Friday, January 22, 2027
Wednesday, February 17, 2027	Friday, February 26, 2027
Wednesday, March 17, 2027	Thursday, March 25, 2027 ¹
Wednesday, April 14, 2027	Friday, April 23, 2027
Wednesday, May 5, 2027	Friday, May 7, 2027 ²
July 1, 2027 - June 30, 2028	
Wednesday, September 15, 2027	Friday, September 24, 2027
Wednesday, October 13, 2027	Friday, October 22, 2027
Wednesday, November 17, 2027	Friday, November 26, 2027
Wednesday, December 1, 2027	Friday, December 10, 2027
Wednesday, January 19, 2028	Friday, January 28, 2028
Wednesday, February 16, 2028	Friday, February 25, 2028
Wednesday, March 15, 2028	Friday, March 24, 2028
Wednesday, April 19, 2028	Friday, April 28, 2028
Wednesday, May 3, 2028	Friday, May 12, 2028
July 1, 2028 - June 30, 2029	
Wednesday, September 13, 2028	Friday, September 22, 2028
Wednesday, October 18, 2028	Friday, October 27, 2028
Wednesday, November 15, 2028	Friday, November 24, 2028
Wednesday, December 6, 2028	Friday, December 15, 2028
Wednesday, January 17, 2029	Friday, January 26, 2029
Wednesday, February 14, 2029	Friday, February 23, 2029
Wednesday, March 14, 2029	Friday, March 23, 2029
Wednesday, April 18, 2029	Friday, April 27, 2029
Wednesday, May 2, 2029	Friday, May 11, 2029

Disclaimer: Meeting dates are subject to change; any updates will be communicated promptly.

¹ Meeting date adjusted to accommodate for Good Friday

² Meeting date adjusted to accommodate for Convocation the following week